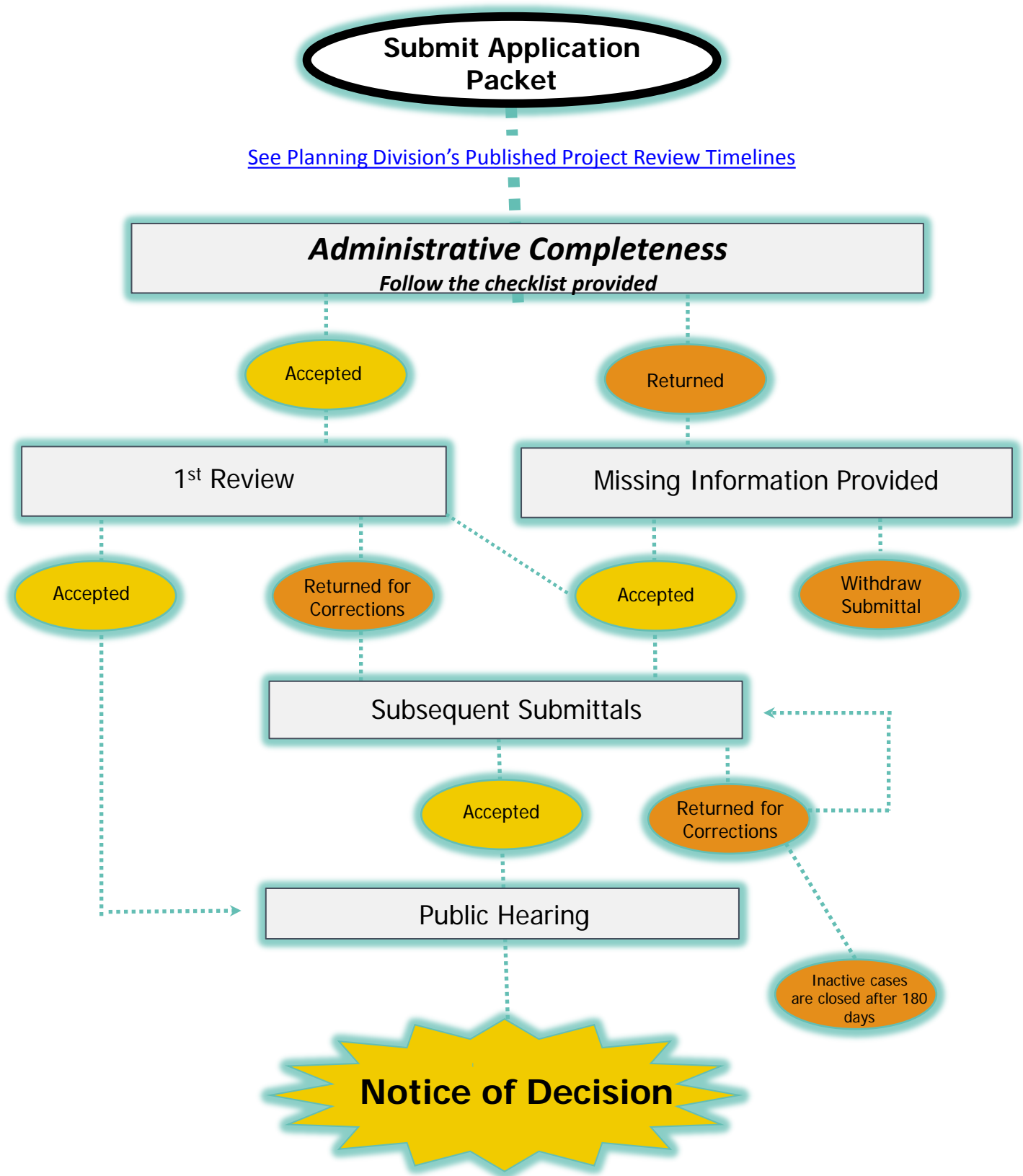


Design Review Master Sign Plan



Design Review Master Sign Plan

- A Master Sign Plan may be used for the following
 1. Multiple-tenant commercial, office, or employment uses;
 2. Multiple-building complex for a single commercial or employment use, in a project exceeding 40 net acres;
 3. Stand-alone office/employment buildings exceeding 100,000 square feet;
 4. Indoor or Outdoor Entertainment and Recreation uses;
 5. Auto Malls;
 6. Hospitals;
 7. Hotels and Commercial Lodging having at least 150 guest rooms and a Full-Service Restaurant or Conference and Meeting Rooms;
 8. Regional retail shopping malls..
- Evaluation Criteria for a Master Sign Plan shall be based on placement, quantity, size, design features and materials and development standards.
- The Master Sign Plan allows for the negotiation of sign standards unique to the project with some flexibility permitted by the zoning ordinance.
- Useful Links on Gilbert's Planning & Development webpage:
 - [Development Fee Schedule](#)
 - [Planning Division Project Review Timelines](#)
 - [General Plan Character Area Map](#)
 - [Zoning and Land Development Code](#)
 - [Zoning Map Noting Overlay Zoning Districts](#)
 - [Commercial Design Guidelines](#)
 - [Industrial/Employment Design Guidelines](#)
 - [Heritage District Design Guidelines](#)
 - [Gateway Streetscape Guidelines](#)
 - [Trail Design Guidelines](#)
 - [Street Theme District Tree Map](#)
 - [System Development Fees Area Map](#)
 - [Gateway Area Traditional Neighborhood Design Guidelines](#)
 - [Residential Design and Development Guidelines](#)
 - [Engineering Standards](#)

Master Sign Plan

Submittal Formatting, Required Materials and Checklist:

- ☐ Over the Counter Submittal:
 - ☐ **Submit electronic copy** of ALL required items on checklist. **(No 24" x 36")**
 - ☐ Submit a hard copy (8.5" x 11 or 11" x 17" only) of the entire packet with the electronic copy and payment. **(No 24" x 36")**
 - ☐ **Purge** images of unnecessary blocks and layers (single layer).
 - ☐ **Save each exhibit as a separate PDF per document naming below.**

Document Naming:

- ☐ Exhibit 1: Application
- ☐ Exhibit 2: Project Narrative
- ☐ Exhibit 3: Parcel/Aerial Map
- ☐ Exhibit 4: Master Sign Plan/Site Plan
- ☐ Exhibit 5: Elevations (including wall mounted signage details)
- ☐ Exhibit 6: Freestanding Signage Details
- ☐ Exhibit 7: Materials/Color Board

Checklist

- ☐ **Exhibit 1: Application**
 - ☐ Must be fully completed and signed.
- ☐ **Exhibit 2: Project Narrative**
 - ☐ Project Narrative should be typed in a 12pt font and no more than 5 pages in length
 - ☐ Describe proposed project;
 - ☐ Complete description of request addressing the evaluation criteria of placement; quantity, size, design features/materials and development standards.
- ☐ **Exhibit 3: Parcel /Aerial Map**
 - ☐ Maricopa County Assessor Parcel Map (Highlight project area and provide parcel number (s);
 - ☐ Aerial with Parcel Boundary.
- ☐ **Exhibit 4: Master Sign Plan/Site Plan.**
 - ☐ Vicinity Map with the site and major streets noted;
 - ☐ Graphic scale, north arrow, exhibit date;
 - ☐ Project data table: existing zoning on site and adjacent property within 300 feet, net site area and number of proposed freestanding signs;
 - ☐ Building footprints;
 - ☐ Placement of existing and proposed freestanding signs indicating required and proposed separation distances;
 - ☐ Dimension location of required and proposed building setbacks and required and proposed sign setbacks;
 - ☐ Location of all site improvements in the vicinity of the proposed signs including retention areas, walls, landscaping, light standards, traffic control devices, electric utility boxes and other signage;
 - ☐ Adjacent lot lines and/or structures within 300 feet.

☐ **Exhibit 5: Elevations (including wall mounted signage details)**

- ☐ Graphic scale and exterior dimensions of building(s);
- ☐ Number of proposed wall mounted signs;
- ☐ Accurate building elevation showing where sign placement will be on building(s), including mounted height dimension from finish floor;
- ☐ Method of mounting and illumination;
- ☐ Dimensions of signs including sign area calculations and sign area.

☐ **Exhibit 6: Freestanding Signage Details**

- ☐ Scale and exterior dimensions of sign including sign area calculation;
- ☐ Number of proposed freestanding signs and height of proposed freestanding signs;
- ☐ Number of sign faces;
- ☐ Method of illumination; and
- ☐ Proposed frequency and method of change for change panel signs.

☐ **Exhibit 7: Color and Materials Board**

- ☐ Color & Material Board with samples of exterior materials (including glazing) and colors noting manufacturer name, product ID/Name.



Plan Type: Design Review
Work Class: Master Sign Plan

Description (Proposal Name): _____

Address or Location: _____

Request: ☐ Master Sign Plan ☐ Amendment by Design Review Board

Request Summary (briefly describe proposal here and attach a detailed narrative): _____

APN/Tax Parcel Numbers: _____

Gross/Net Acres: _____ Zoning: _____

General Plan Character Area: ☐ Santan ☐ Heritage District
(if applicable) ☐ Gateway ☐ Morrison Ranch

Overlay Zoning District: ☐ Santan Freeway Corridor ☐ Phx/Mesa Gateway Airport
☐ Vertical Development

Please answer all that apply:

Are you an existing Gilbert Business? ☐ Yes ☐ No

Are you moving to a new Gilbert location? ☐ Yes ☐ No

Are you expanding your business? ☐ Yes ☐ No

Property Owner: (All information must be provided)

Name (print): _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature*: _____ Date: _____

*If signature is not provided above, a letter of authorization from the property owner is required.

Applicant/Contact: (All information must be provided)

Company: _____

Contact _____ E-mail: _____

Address: _____

City, Zip: _____

Phone: _____ ☐ Business ☐ Mobile ☐ Home ☐ Other

Signature: _____ Date: _____

Administrative Completeness Review

Staff will review the application to ensure all required documents and information has been included. If required information is missing, applicant will be notified that the application has been rejected until all required information is submitted. If the application is rejected, upon resubmittal, a new Administrative Completeness Review will be conducted. Staff may also determine if the request does not fall under the purview of this application type.

A.R.S. § 9-843. Prohibited acts by municipalities and employees; enforcement; notice

A. A municipality shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or code. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a municipality shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit municipal flexibility to issue licenses or adopt ordinances or codes.

D. A municipality shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a municipality. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a municipality for a violation of this section.

F. A municipal employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the municipality's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Staff Use Only:
Permit Number: _____